

Selling Yourself on Paper – The Job Application



Not all positions require a job application. Yet, this standard form is as important as your resume or cover letter in landing an interview. So, how do you fill it out effectively? Can you clearly describe your skills and accomplishments in a set format, in a limited amount of time?

These are some of the questions you must answer as you continue on the road to re-employment. This information sheet will outline some vital tips for filling out these applications, helping you show the employer that you're the right person for the job!

Capturing the Employer's Interest

Many employers use application forms because they are convenient, arranging information in a standard format that can be scanned quickly by the interviewer. So, yield to the company's requirements and plan ahead! Compile the facts, dates and references you will need to fill out the form properly before applying for a position.

Completing Your Form

The job application is as important as the resume in landing the interview. So, make it effective! Here are some useful tips for filling out an effective job application:

- **Read the form carefully both before and after you fill it out.** Following instructions is essential to your effectiveness in completing a job application.
- **Request two copies.** You'll need an extra to prepare a rough draft. Carry a resume and list of references to help you fill in essential information completely and accurately.
- **Print or write clearly to promote easy reading.** Use a reliable blue or black pen (or type if possible). Carry a pen with an ink eraser or some correction fluid in case you make a mistake.
- **Watch your spelling, grammar and punctuation.**
- **Leave no blanks.** Put "not applicable" or "does not apply" when the information requested is not relevant to you.
- **Give reliable references.** Be sure to request permission from sources before listing their names.
- **Sign and date the application.**
- **Ask someone to explain abbreviations or terms you do not understand.** Preferably ask the person who gave you the form.
- **Make sure all information is correct.** Check employment dates, telephone numbers and addresses for accuracy.



Making the Commitment

The content of your job application is crucial to reaching the next step in your job search—the interview. So, don't be thrown by a seemingly rigid format! See below for a sample application. In addition, DCS's *Job Search Journal* and other publications—containing more application tips—are available in this One-Stop Career Center.

Application for Employment

PERSONAL INFORMATION

DATE _____

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO. ()	REFERRED BY		

EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED? <input type="checkbox"/> Yes <input type="checkbox"/> No	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> Yes <input type="checkbox"/> No	WHERE?	WHEN?

NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
GRAMMAR SCHOOL			
HIGH SCHOOL			
COLLEGE			
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL			

GENERAL

SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING/SKILLS

U.S. MILITARY OR NAVAL SERVICE	RANK
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FORMER EMPLOYERS

(LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY
FROM		
TO		
FROM		
TO		
FROM		
TO		
FROM		
TO		

REFERENCES

GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

	NAME	ADDRESS	BUSINESS	YEARS KNOWN
1				
2				
3				

AUTHORIZATION

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION. I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE.

DATE _____ SIGNATURE _____

INTERVIEWED BY _____ DATE _____

DO NOT WRITE BELOW THIS LINE

REMARKS

NEATNESS		CHARACTER	
PERSONALITY		ABILITY	
HIRED	FOR DEPT.	POSITION	WILL REPORT
		SALARY WAGES	

APPROVED: 1. _____ 2. _____ 3. _____
EMPLOYMENT MANAGER DEPT. HEAD GENERAL MANAGER